

# Burlington Parks and Recreation COMMUNITY CENTER RENTAL AGREEMENT

## RENTER INFORMATION

Today's Date: \_\_\_\_\_  
Name of Organization or Individual responsible for rental: \_\_\_\_\_  
Primary Contact Person, if applicable: \_\_\_\_\_  
Non-Profit or Governmental Organization?  NO  YES, EIN#/Tax ID#: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Phone1: \_\_\_\_\_ Phone2: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Security deposit refund should be sent to:  Renter at street address listed above.  
 Other, Payable to: \_\_\_\_\_  
Mailed to: \_\_\_\_\_  
City/Zip: \_\_\_\_\_

## RENTAL TERMS

Rental Agreement is valid for dates & times listed below only.  
 Rental Agreement is valid (start date) \_\_\_\_\_ through (end date) \_\_\_\_\_.  
Rental Date(s): \_\_\_\_\_  
Rental Times: Time Setup begins: \_\_\_\_\_ Room Reserved:  Community Hall & Kitchen  
Time Guests arrive: \_\_\_\_\_  Multi-Purpose Room  
Time Guests depart: \_\_\_\_\_  Crafts Room  
Cleanup complete by: \_\_\_\_\_  Conference Room  
Contact Person(s) for Site Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 YES, An additional Site Supervisor is required to accommodate Rental. Arrival: \_\_\_\_\_ Depart: \_\_\_\_\_  
Additional Remarks:

## RENTAL DESCRIPTION

Purpose of Rental: \_\_\_\_\_ Estimated # in Attendance: \_\_\_\_\_  
Features: Fee will be charged to attend?  NO  YES, Describe: \_\_\_\_\_  
Food will be brought in?  NO  YES, Describe: \_\_\_\_\_  
Amplified music will be provided?  NO  YES, Describe: \_\_\_\_\_  
Alcohol will be consumed?  NO  YES (Insurance documentation + Liquor license required.)  
Received: \_\_\_\_\_  
Advertised to the General Public?  NO  YES (Insurance documentation required.)  
Received: \_\_\_\_\_

**RENTAL FEES & SECURITY DEPOSITS**

Burlington Community Center	Standard Rental Fee		City of Burlington Resident Fee		Security Deposit	
	Mon-Fri	Sat/Sun	Mon-Fri	Sat/Sun	Standard	w/Alcohol
Conference Room	\$20 p/hr	\$30 p/hr	\$15 p/hr	\$25 p/hr	\$50	\$200
Crafts Room	\$25 p/hr	\$35 p/hr	\$20 p/hr	\$30 p/hr	\$50	\$200
Multi-Purpose Room	\$45 p/hr	\$55 p/hr	\$30 p/hr	\$40 p/hr	\$200	\$400
Community Hall & Kitchen	\$55 p/hr	\$65 p/hr	\$40 p/hr	\$50 p/hr	\$200	\$400
Whole Center	\$85 p/hr	\$95 p/hr	\$70 p/hr	\$80 p/hr	\$400	\$800

Non-Profit & Government Organizations: \$15 p/hr groups <100  
 \$25 p/hr groups ≥100  
 + \$5 p/hr for each additional room reserved thereafter  
 + Applicable Security Deposit

When required, additional Site Supervisor: \$14 p/hr

**APPLICABLE RESERVATION FEES**

Total Rental Fee: \$	Security Deposit: \$	Site Supervisor, if applicable: \$	Grand Total: \$
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- Accepted forms of payment:**
- Cash
  - Checks or Money Orders (Payable to Burlington Parks & Recreation)
  - Credit or Debit Cards (Visa, MasterCard and Discover cards)

**A Completed/Signed Rental Agreement and payment of all applicable fees is required for reservation. Please mail/deliver to:** Burlington Parks & Recreation  
 900 E. Fairhaven Avenue  
 Burlington, WA 98233

**ACKNOWLEDGEMENTS and HOLD HARMLESS AGREEMENT**

**Please initial Acknowledgements below:**

- I, the Renter: \_\_\_\_\_ Acknowledge receipt of the Burlington Community Center Rental Guidelines.  
 \_\_\_\_\_ Understand that this Rental Agreement is not considered completed until signed by City representative and all applicable fees have been paid to the City.  
 \_\_\_\_\_ Recognize cancellation/date change fees will apply for voluntary cancellation or date change of a confirmed reservation.  
 \_\_\_\_\_ Understand that I will be responsible for payment of time in excess of contracted hours outlined herein.  
 \_\_\_\_\_ Assume full responsibility for my use and my guest's use of the facility and agree to comply with all rules and policies outlined in Burlington's Community Center Rental Guidelines.

**With my signature below**, I, the undersigned hereby make application to the City of Burlington for use of the rental facility described within and certify that I have the authority to make this application on behalf of the Renter. I certify that the information given in this application is correct and complete. I agree to observe the laws set forth by the City of Burlington and the State of Washington. I further agree to reimburse the City for any costs incurred by the City in repairing damage to City property caused by my use of the facility. I agree to defend, indemnify and hold harmless the City of Burlington, its elected officials, appointed officers, employees and agents from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out my use of the facility premises or from any activity, work or thing done, permitted or suffered by me in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Burlington.

**Signature of Renter:** \_\_\_\_\_, **Date:** \_\_\_\_\_

**For City Use:**

Reservation confirmed by City representative: \_\_\_\_\_, Date: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ Receipt Date: \_\_\_\_\_ FOP \_\_\_\_\_ Receipt# \_\_\_\_\_